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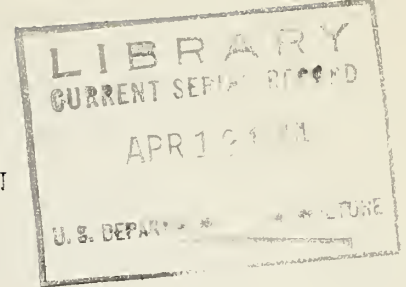
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WAR FOOD ADMINISTRATION  
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School Lunch Letter #2  
Supplement #1



September 30, 1943

TO: COUNTY SUPERINTENDENTS OF SCHOOLS

FROM: Vernon L. Nickell  
State Superintendent of Public  
Instruction  
Springfield, Illinois

W.A. Stolte, State Supervisor  
Food Distribution Adminis-  
tration  
5 S. Wabash Avenue Room 1805  
Chicago 3 Illinois

SUBJECT: INSTRUCTIONS TO COUNTY SUPERINTENDENTS OF SCHOOLS  
REGARDING THE INSTALLATION OF THE COMMUNITY SCHOOL  
LUNCH PROGRAM FOR THE FISCAL YEAR 1944 - STATE OF ILLINOIS

The instructions set forth herein clarify certain provisions in School Lunch Letter #2. In those instances where there is a contradiction, these instructions shall prevail.

IV. EXECUTION OF AGREEMENT.

The three copies of Form SL-1, Co-Sponsor's agreement, should be retained by the County Superintendent until the County Superintendent has been notified by the FDA as to approval or disapproval. If approval is granted, County Superintendent will insert FDA agreement number on SL-1, effective date, etc., sending one copy to State Superintendent, and retain one copy in County file.

VII. REPORT AND CERTIFICATION OF PURCHASES.

The following paragraph replaces Paragraph 1 of Section VII:

Disregard the instructions on the reverse side of FDA-536. When co-sponsors have prepared claims properly in accordance with School Lunch Letter #4, County Superintendent will then prepare a master claim on Form 536 for all co-sponsor's claims submitted. This master claim or combined report of the County Superintendent will be compiled from (1) co-sponsor's combined report in instances where co-sponsor is filing claim for more than one operating program and (2) co-sponsor's individual report where co-sponsor is filing claim for only one operating program. County Superintendent should become familiar with the contents of School Lunch Letter #4.

NOTE: IN THE EVENT ALL CO-SPONSORS HAVE NOT FILED THEIR CLAIMS WITH THE COUNTY SUPERINTENDENT BY THE 5TH OF THE MONTH FOLLOWING OPERATIONS, THE COUNTY SUPERINTENDENT SHOULD FILE MASTER CLAIM FOR CLAIMS SUBMITTED AND THEN FILE SUPPLEMENTAL MASTER CLAIMS FOR BALANCE OF OUTSTANDING CLAIMS AS SOON AS POSSIBLE. EVEN THOUGH FDA WILL ACCEPT SUPPLEMENTAL CLAIMS, IT IS HOPED SUCH CLAIMS WILL BE HELD TO A MINIMUM.

School Lunch Letter #2  
Supplement #1 (Continued)

IMPORTANT.

THE STATE LAW PROVIDES THAT A CO-SPONSOR SHALL FORFEIT HIS RIGHT FOR REIMBURSEMENT FOR ANY EXCESS COST INCURRED IF HE FAILS TO FILE HIS CLAIM ON OR BEFORE THE TENTH DAY OF EACH MONTH.

THE LAW FURTHER PROVIDES THAT THE COUNTY SUPERINTENDENT OF SCHOOLS SHALL CERTIFY ALL CLAIMS FOR REIMBURSEMENT TO THE SUPERINTENDENT OF PUBLIC INSTRUCTION NOT LATER THAN THE 15TH OF EACH MONTH.

In reference to paragraph 3 of Section VII, the name of the sponsoring agency shall be designated exactly as it appears on the agreement Form 535.

Attached hereto is a copy of SL-2, "Excess Cost" Form with instructions relating to the use thereof printed thereon. Two (2) copies of SL-2 are required instead of three (3) copies as originally stated in School Lunch Letter #2.

X. LITERATURE AND EDUCATIONAL MATERIAL.

This supplemental material will be sent by the FDA direct to co-sponsors at the time that the County Superintendent is advised of program approval. This will relieve the County Superintendent of this responsibility. County Superintendents have been furnished this literature and these may be distributed as extra copies upon request.